



2012 PRE-DETERMINATION SUBMISSIONS

Pre-Determination and/or Waiver Submissions ("Submission") will only be evaluated if the Submissions are complete and accurately prepared in accordance with the instructions below. Please refer to the 2012 Qualified Allocation Plan (QAP) Appendix 1 Threshold as well as QAP Exhibit "A", DCA Pre-Application Deadlines and Fee Schedule for additional information.

All fees are due at the time of Pre-Determination/Waiver Submission. Please make all checks payable to Georgia Housing and Finance Authority (GHFA). DCA will not accept any requests without the appropriate fees.

SUBMISSION INSTRUCTIONS

I. Binder Instructions:

- A. All pre-determination and waiver requests must be delivered to DCA Offices, 60 Executive Park South, NE, Atlanta, Georgia 30239 no later than 4PM, March 15, 2012. Please address all mailed submissions to the attention of Andria Williams. There is no formal intake process for pre-applications. Applications which are hand delivered can be dropped off at DCA's mailroom.
- B. The name of the Project to which any pre-approval/waiver requests relate, if applicable, must be on the spine and front cover of the binder, and must be the same name that will be used on the official application that will be submitted later.
- C. Please provide the necessary documentation for each request behind the designated Tab and Section.
 1. Those waivers or pre-approvals marked with an asterisk (*) must be submitted on the required DCA waiver/pre-application form, which can be found on the DCA website. Other documentation may be required as well.
 2. All other waivers/pre-determinations require narratives and supporting documentation and must meet the minimum requirements as set forth in the QAP.

II. Electronic Submission Instructions:

- A. All Pre-determination/Waiver Submission binders must include a flash drive with all information contained in the binder copied onto it.
 1. Related/support documents must be located in folders named in conjunction with the binder tab names and numbers (see Section titles on next page for Folder Names).
 2. Do not submit PDF-formatted copies of scanned documents. PDFs must be created directly from the original (unscanned) electronic document. PDF files must be such that the electronic search function is able to be used to search text. This means that PDF files created from scanned images are unacceptable for DCA review. PDF-formatted documents must be stored individually to enable DCA to access them individually.
 3. DCA forms created in Excel format must be submitted in Excel - do not scan these resulting in a PDF format.
 4. Name all electronic filenames using format of TitleCaseWithNoSpaces and abbreviate filenames exceeding 30 characters in length, e.g., "Project Name Architectural Standards Waiver" would become "ProjNameArchitectStdsWvr" This reduces file-opening errors.
 5. Name completed DCA-protected OAH 2012 Performance Workbooks, one for each team member, using this format: "2012-xxx YourAbbreviatedProjectNamePWRoleLetterCodeYourTeamMemberName", i.e., "Cobb Heights Senior Residences Performance Workbook for Owner Benjamin Hill v3 022012" becomes "2012-xxxCobbHtsSrPWABenHill". Use the following letter codes to group similar entity roles together:
 - A – Owner
 - B - Developer
 - C – Management Company
 - D – Other Roles
 6. Only include populated folders - do not include empty folders for pre-approvals/waivers that are not applicable.
- B. Please label the flash drive with the project name that will be used at time of application and city location.



2012 PRE-DETERMINATION/WAIVER SUBMISSION FORM REQUIRED TABLE OF CONTENTS

Contact Name:				
Address:				
Phone:		Fax:		
Email:				
Proposed Project Name:				
TAB	Pre- Determination/Waiver Requested	Fees Due	Deadline	Included (X)
	Section 1: Architectural			
1	Architectural Standards Waiver*	\$1,500	March 15, 2012	
2	Amenities Pre-Approval*	\$1,500	March 15, 2012	
3	Noise Waiver*		March 15, 2012	
	Section 2: Underwriting			
3	Payment and Performance Bond Waiver*	\$1,500	March 15, 2012	
4	Operating Expense Waiver*	\$1,500	March 15, 2012	
5	HOME Loan Consent Request* (Nonprofits)	\$500	March 15, 2012	
	HOME Loan Consent Request* (For Profits/Joint Ventures)	\$1000	March 15, 2012	
6	Request for Special Needs Setaside Designation	NONE	March 15, 2012	
7	Sustainable Communities Site Analysis Packet or Feasibility study	NONE	March 15, 2012	
8	Neighborhood Stabilization Pre-Application	NONE	March 15, 2012	
	Section 3: Experience			
9	Performance Workbook*	NONE	March 15, 2012	
	Qualification Determination*	\$1,000	March 15, 2012	

TOTAL FOR THIS REQUEST: \$ _____

PLEASE ATTACH CHECK FOR PAYMENT OF FEES HERE